

# Quotation Request //

## US Government Publishing Office

Charleston Regional Office  
2154 North Center Street  
North Charleston SC 29406-

**JACKET:630-366**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 12/01/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

---

**TITLE:** Flyers, Postcards, and Appointment Cards for Recruiters

**QUANTITY:** 10850 printing for recruiters: 1,500 flyers, 100 Pull Tab Flyers, 3,500 Postcards, and 5,750 appointment cards. See below for breakdown.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>) Fax, email and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported to the Charleston GPO prior to bid opening time at 843-743-2036, x1.

**TRIM SIZE:** Flyers: 8.5 x 11"

Appointment Cards: 3.5 x 2"

Postcards: 5.5 x 3.75" and 5.5 x 3.5"

**SCHEDULE:**

Furnished Material will be available for pickup by 12/01/2021

Deliver complete (to arrive at destination) by 12/17/2021

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

\*\*\* FULL PAGE FLYERS

Output each file 4/4, 8.5 x 11" on 80# gloss text. CREATE BLEEDS if necessary. Shrink wrap separately in packages appropriate to contents.

#1 150 copies Front:"Anderson, Reginal - Flyer - NGG Fact Sheet" Back: "Flyer - Shield Logo Cover"

#2 150 copies Front: "Anderson, Reginal - Flyer - NGG Fact Sheet" Back: "Anderson, Reginal - Flyer - NGG Pay for Your Degree - Male"

#3 200 copies Front: "Calhoun, Derek - Flyer - NGG Path to Success" Back: "Calhoun, Derek - Flyer - NGG Fact Sheet"

#4 1,000 copies Front: "Sanders, De'Reginald - Flyer - NGG Fact Sheet" Back: "Sanders, De'Reginald - Flyer - NGG Pay for Your Degree - Female"

---

\*\*\* FULL PAGE FLYERS PULL TAB

Output 4/0, 8.5 x 11" on 80# gloss text. CREATE BLEEDS if necessary. Slit or PERFORATE to create 8 pull tabs at the bottom of the flyer Shrink wrap in packages with chipboard to prevent damage to the pull tabs.

#5 Quantity 100 "Sanders, De'Reginald - Flyer - Pull Tabs"

---

\*\*\*POST CARDS 5.75 x 3.75"

Output cards, 4/4 with bleeds,(create bleeds) on 14 pt C2S cover. Flood coat FRONT SIDE ONLY with gloss UV.

#6 500 copies Front: "Lane, Caryle - PC - Benefits of Belonging" Back: "Lane, Caryle - PC - Benefits and Education Incentives"

#7 1,000 copies Front: "Smith, John - PC - Benefits and Education Incentives" Back: "Smith, John - PC - Benefits of Belonging"

#8 1,000 copies Front: "Sanders, Dereginald - PC - Benefits and Education Incentives" Back: "Sanders, Dereginald - PC - Benefits of Belonging"

---

\*\*\*POST CARDS 5.5 x 3.5"

Output cards, 4/4 with no bleeds, on 100# smooth cover (equal to Accent or Cougar Opaque cover). No flood coat required.

#9 1,000 copies Front: "Brinson, Trey - PC - Contact Card - Front" Back: "Brinson, Trey - PC - Contact Card - Back"

---

\*\*\* APPOINTMENT CARDS (C1S)

Output cards, 4/4 with bleeds (create bleeds) plus flood coat FRONT SIDE ONLY with gloss UV on 15 pt C1S. Uncommon artwork. Box in 500's. BACK SIDE OF CARDS WILL BE WRITTEN UPON, SO NO GLOSSY SURFACE.

#10 500 copies Front: "High, Grant - BC - F11" Back: "BC - B11"

#11 500 copies Front: "McCall, Norris - BC - F11" Back: "BC - B11"

#12 500 copies Front: "Rivers, Carlyle - BC - F11" Back: "BC - B11"

#13 500 copies Front: "Gleaton, Allen - Back: "BC - B11"

---

\*\*\* APPOINTMENT CARDS (C2S)

Output cards, 4/4 with bleeds (create bleeds) plus flood coat FRONT SIDE ONLY with gloss UV on 15 pt C2S. Uncommon artwork. Box each set appropriate to contents.

#14 1,000 copies Front: "Ferrell, Jerry - BC - F2" Back: "Ferrell, Jerry - BC - B5"

#15 250 copies Front: "Smith, Dana - BC - NGG Contact Info - QR Code" Back: "Smith, Dana - BC - B2"

#16 250 copies Front: "Smith, Dana - BC - NGG Contact Info - Photo" Back: "Smith, Dana - BC - B2"

#17 250 copies Front: "Calhoun, Derek - BC - F2" Back: "Calhoun, Derek - BC - B2"

#18 1,000 copies Front: "Bragan, Dennis - BC - F10" Back: "Bragan, Dennis - BC - B2"  
#19 500 copies Front: "Smith, John - BC - NGG Contact Information Back:"Smith, John - BC - B2"  
#20 500 copies Front: "Capocci, Lisa - BC - NGG Contact Information Back: "Capocci, Lisa - BC - NGG Full Image

---

For all products:

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 dpi or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

**MATERIAL FURNISHED:** Contractor to receive. PDF's via We Transfer link.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

JCP Code\* L72, Coated Two-Side Cover (C2S), for .Jobs #6,7 and 8 and #14-20 Basis Weight 15 PT

JCP Code\* L70, Coated One-Side Cover (C1S), for Jobs 10-13 Basis Weight 15 PT

JCP Code\* L21, Smooth For Item # 9 ONLY\*\*\* Basis Weight 100 lbs

JCP Code\* A181, No. 1 Gloss-Coated Text, Basis Size 25 X 38" FOR FLYERS and Pull Tab Flyers #1 thru 5.

\*\*\* Stock for #9 equivalent to Accent or Cougar Opaque smooth cover stock, 100 lbs.

**COLOR OF INK:**

4 color process (Digital OK)

**PRINT PAGE:** See Above

**MARGINS:**

**PROOFS:**

None

**PACKING:**

Pack to protect contents from damage in transit. Contractor is responsible for delivery of product in pristine condition. Any product damaged in transit must be replaced at no cost to the Government.

Suitable Pack Suitable per shipping container.

**DISTRIBUTION:**

Deliver #1and #2 to:

South Carolina National Guard

1757 Woodruff Road, Suite C

Greenville, SC 29607

Attn: SSG Reginal Anderson

---

Deliver #3 and #17 to:  
South Carolina National Guard  
501 19th Ave S  
Myrtle Beach, SC 29577  
Attn: SSG Derek Calhoun

---

Deliver #4, and #5 to:  
South Carolina National Guard  
700 14th Street  
Hartsville, SC 29550  
Attn: SSG De'Reginald Sanders

---

Deliver #6 to:  
South Carolina National Guard  
355 Anderson Hwy  
Clemson, SC 29631  
Attn: SSG Caryle Lane

---

Deliver #7 and #19 to:  
South Carolina National Guard  
1225 Bluff Road  
Columbia, SC 29201  
Attn: SGT John Smith

---

Deliver #9 to:  
South Carolina National Guard  
1735 John B White Sr. Blvd Suite 13  
Spartanburg, SC 29301  
Attn: SGT Trey Brinson

---

Deliver #8 to:  
South Carolina National Guard  
700 14th Street  
Hartsville, SC 29550  
Attn: SSG De'Reginald Sanders

---

Deliver #10, 11, 12, and 13 to:  
South Carolina National Guard

R&R Marketing  
1225 Bluff Road  
Columbia, SC 29201  
Attn: SSG Daniel Smoak

---

Deliver #14 to:  
South Carolina National Guard  
276 Munn Road  
Fort Mill, SC 29715  
Attn: SFC Jerry Ferrell

---

Deliver #15 and 16 to:  
South Carolina National Guard  
136-2 Forum Drive  
Columbia, SC 29229  
Attn: SGT Dana Smith

---

Deliver #18 to:  
South Carolina National Guard  
129 Moore Dairy Rd  
Moore, SC 29369  
Attn: SFC Dennis Bragan

---

Deliver #20 to:  
South Carolina National Guard  
109 T Old Chapin Rd.  
Lexington, SC 29072  
Attn: SSG Lisa Capocci

---

Contractor must notify the ordering agency and GPO via e-mail sent to [daniel.m.smoak.mil@mail.mil](mailto:daniel.m.smoak.mil@mail.mil) AND [InfoCharleston@gpo.gov](mailto:InfoCharleston@gpo.gov) on the same day that the product ships. The subject line of this message shall be: Distribution Notice for Jacket 630-366. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE

SPECIFIED STANDARD

P-7. Type Quality and Uniformity

Electronic media

P-10. Process Color Match

Electronic media

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

---

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment e mail to [invoice-inquiry@gpo.gov](mailto:invoice-inquiry@gpo.gov)

**MODS:** If any additional costs are incurred during the production of this job due to Government action (i.e. Authors Alterations), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

**Attachment(s):** NONE